

RESERVE LIAISON OFFICE

NAVAL HOSPITAL BREMERTON
WASHINGTON

WELCOME ABOARD PACKAGE



Phone Numbers and Address

Comm: (360) 475-4375/4371, or 1-800-422-1383

DSN: 494-xxxx

FAX: (360)475-4807

OSO(RLO) Group E-Mail: rlobrem@pnw.med.navy.mil

ADDRESS: NAVAL HOSPITAL
ONE BOONE ROAD **CODE 01RLO**
BREMERTON, WA 98312-1898



TABLE OF CONTENTS

Subject: Page #:

AT & IDT/IDTT Check-Off Lists	3-4
Check-In/Out Procedures	5
Physical Qualification	6
Credentialing	7
Officer & Enlisted Quarters	8-9
Rental Cars	10
Travel Restrictions	11
Military Etiquette/ Uniforms	12
Directions to Bremerton/Bangor	13-14
Directions to Everett	15
Reserve Quick Reference Sheet	16-17
Local Hotel/Motel listing	18
Department Point of Contacts	19-20

REQUIRED AT CHECK-OFF LIST

- ☐ 1. Have you been matched in MEDRUPMIS and received a Billet Line Number from your Training Officer?
- ☐ 2. Have you or your Training Officer sent an email to the OSO (RLO), rlobrem@pnw.med.navy.mil, stating your personal information (full name, SSN, designator, NOBC/NEC, address, phone number, email address, etc.), BLN that you are matched to, and the inclusive dates of your AT?
- ☐ 3. If you are an officer, you need a credentials' check. Have you emailed the Operational Support Office (RLO), rlobrem@pnw.med.navy.mil, with all your personal information (name, SSN, and designator), the start date of your AT, # of days, and the Department in which you will be working?
Example: "Requesting a CTB for ENS Janet Jackson 555-55-5555, 2905, 12 days of AT in the ER starting on June 6, 2003."
- ☐ 4. Have you contacted the OSO (RLO) for a BCN either by email or phone?
- ☐ 5. Have you gone onto NROWS, <https://nows01.cnr.f.navy.mil/now>, and entered in your AT information (BCN)?
- ☐ 6. Have you contacted your prospected place of work? (See pages 19 & 20)
- ☐ 7. Before you leave for your AT, be sure you have obtained:
 - *Set of Orders*
 - *Copy of Page 2*
 - *Travel Itinerary*
 - *Your U.S. Navy Medical Record*
- ☐ 8. Have you contacted the BEQ/BOQ/Navy Lodge or SATO to make sure your reservations are still okay? (See the Reserve Quick Reference Sheet for phone numbers)
- ☐ 9. Officers have you received word from the OSO (RLO) that your credentials are okay for this AT? If not, please contact us at rlobrem@pnw.med.navy.mil.

REQUIRED IDTT AND IDT CHECK-OFF LIST

- ☐ 1. Have you been approved to do the IDTT/IDT through your OIC and Reserve Center?
- ☐ 2. Have you contacted your prospected place of work concerning your IDTT/IDT? (See pages 19 & 20)
- ☐ 3. If you are an officer you will need credentials' check. Have you emailed the Operational Support Office (RLO), at rlobrem@pnw.med.navy.mil, in Professional Affairs with all your personal info (name, SSN, and designator), the dates of your IDT or IDTT, and where that you are going to be working?
Example: "Requesting a CTB for ENS Janet Jackson 555-55-5555, 2905, 3 days of IDT/IDTT in the ER starting on June 6, 2003."
- ☐ 4. Before you leave, did you obtain your drill form(s) and medical record (for IDTTs only)?
- ☐ 5. If you are from out of town, have you contacted BEQ/BOQ/Navy Lodge or SATO to make sure your reservations are still okay? (See the Reserve Quick Reference Sheet for phone numbers).
- ☐ 6. Officers have you received word from OSO (RLO) that your credentials are okay for this IDT/IDTT? If not, contact us at rlobrem@pnw.med.navy.mil.

CHECK-IN PROCEDURES

On the first day of AT report **NO LATER THAN 0730** to Operational Support Office (RLO), Naval Hospital Bremerton (located on the Sublevel, Room S805).

If you are reporting to Branch Medical Clinic Everett, go directly to the clinic and check-in with HMC Hodge.

If you are reporting to Branch Medical Clinic Bangor or Branch Medical Clinic PSNS then report to the Operational Support Office (RLO), Naval Hospital Bremerton.

Active Duty Pay Process Change: Please be aware that as of 01 April 2001, your Annual Training pay will be deposited directly into the same DFAS account as your monthly drill pay. Your Active Duty pay and allowances will be deposited within 5 working days following your check out from active duty. Any changes made to your account must be processed prior to your Annual Training Check In. This information cannot be changed while on AT!

All travel expenses (i.e. rental car, lodging, travel etc.) will be processed by your Naval Reserve Activity Admin Officer at the end of your Annual Training. Once your completed orders and travel claim have been submitted and processed, a separate direct deposit payment will be made into the same DFAS account as your monthly drill pay.

Parking: Please park in designated parking areas as reflected on the Naval Hospital parking map.

CHECK-OUT PROCEDURES

Your last day of AT is considered a **normal** workday. At the completion of your AT, ensure that you are properly checked out of your berthing space or hotel prior to commencing duties for the day. Please allow yourself at least 3 hours from the time you checkout to get yourself to the airport for your flight.

The normal check-out time is 1100.

You will be given a supplemental claim package to be submitted when you return home.* **YOU MUST BE IN UNIFORM WHEN YOU CHECK IN AND OUT**



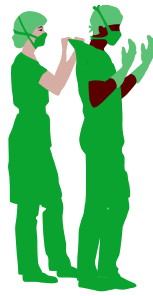
Physical Qualification

You must be physically qualified to perform Annual Training. All members are required to have a current physical, annual certificate of physical qualification, and meet the Navy's physical fitness standards. Personnel may receive needed routine immunizations, laboratory tests, ECG's, audiograms and annual Dental exams while on AT. Physical exams will not be conducted during this period. You must have your health record available at the day of check-in to be screened by the Occupational Health Nurse. If your reserve center will not release your record please contact us prior to your arrival.

If you are found to be not physically qualified(NPQ) your orders will be canceled.

This also includes body fat standards when you check onboard.

The policy of Naval Hospital Bremerton is that you are within standards at the time of check-in. Anyone who appears out of standards will be measured by the Health Promotions/PRT coordinator staff. If found not in standards your orders will be canceled.



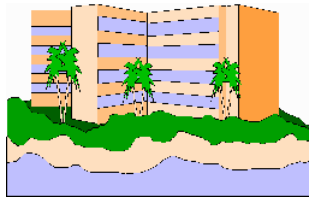
CREDENTIALING OF HEALTH CARE PROVIDERS

If you are a health care provider (Physician, Nurse Anesthetist, Nurse Practitioner, Physicians Assistant, etc.) you **must have a current BLS card and your Credentialing package verified 30 days prior to your arrival**. Failure to provide the Navy Health Support Office in Jacksonville, FL with updated Credentialing information will result in refusal of clinical privileges. You may reach the Credentialing office at:

Centralized Credentialized Privileging Activity
NHSO Code 07 Box 140 NAS
Jacksonville, FL 32212-0140

(904) 542-7200, and (800)566-8494

- **Note:** Any Enlisted specialties that require certification must bring that documentation with them. EXAMPLE: Laboratory, X-Ray, and Pharmacy Technicians. Reserve X-Ray Techs are required to have updated documentation on their radiation exposure (dosimeter readings). If this information is not provided individuals will not be allowed to take X-Rays.



OFFICER/ENLISTED QUARTERS

1. Government Quarters (BOQ/BEQ) are commonly available at all major duty stations. When quarters are available the use of Government Quarters is Mandatory. When government quarters are not available, a Non-Availability number must be obtained from SATO in order to receive per diem and reimbursement for hotel expenses.

NOTE:

All berthing reservations are now made by the SATO office along with your flight schedule. If you drive to Bremerton you will be responsible for making your own BEQ/BOQ reservations by calling SATO. If Government Quarters (BOQ/BEQ) are not available, make sure you ask for a certificate of Non-availability. If a Non-availability number is authorized you can then make your own local hotel/motel reservations.

If you have government berthing reservations at Subase Bangor, Puget Sound Naval Shipyard or Naval Station Everett, you must check into the Central Billeting Office on the respective base for your room assignment and key issue.

For any questions regarding berthing reservations, please contact SATO TRAVEL.

SATO NUMBER: 1-800-576-9327

There are no Reserve berthing facilities located on the hospital compound.

The following locations identify the nearest Government Quarters to Naval Hospital, Bremerton, each is approximately 7 miles away:

Puget Sound Naval Shipyard (PSNS) (360) 475-3030/3035

Bangor SUBASE (360) 396-6581

Bangor Navy Lodge (360) 779-9100/1-800 NAVY INN (628-9466)

Note: You should always verify your reservations with the SATO office or BEQ/BOQ prior to your arrival.

2. If you do not utilize government quarters when available you will not be entitled to reimbursement for hotel expenses.

NOTE: IT IS ADVISED that you bring enough money or have a credit card available in case of any unexpected expenses. Government credit cards must be activated by your Reserve Center prior to using. Contact your Reserve Center Administrator three days prior to departure for AT to verify your card is activated.

If you don't have the cash or a credit card for expenses, you will need to notify your Reserve Liaison Office prior to your checking out from your Reserve Center.

The following items are recommended:

- Towel, wash cloth, Personnel hygiene products
- Alarm clock
- Iron
- Padlock
- Camera
- Laundry soap
- Rain coat (military and civilian)
- Black Umbrella



RENTAL CAR AUTHORIZATION

Naval Hospital Bremerton is located 5 and 11 miles from Government berthing and there is no shuttle transportation provided. Therefore, a rental car is highly recommended. A request for authorization should be requested through your Reserve Center if not authorized on your original orders. If necessary your Center may contact our office for confirmation of requirements for a rental car.

Rental car reimbursement will not be made until you file your supplemental claim after completion of your Annual Training.

***NOTE:** Please have your personal auto insurance card ready for your initial entry through the Naval Hospital Bremerton gate.

***NOTE:** In order to issue a parking permit to you, the following information is necessary: **Please have this information available when checking-in.**

- Vehicle Registration and or Rental Car Contract.
- Drivers License Number and State issued.
- Auto Insurance Info (If authorized Rental car, government insurance resides)
- Vehicle License Number and State
- Make, Model, Year, Color of Vehicle
- DOD Decal Number and Expiration if any.

****NOTE:** For those personnel, who are traveling together, please note that personnel may be required to work different shifts, or work in different locations, so that sharing rental vehicles may not be preferable.

*****Parking:** Use the designated staff parking areas (i.e. parking area adjacent to helicopter pad) until a temporary parking pass is issued.
(see map)

****Please do not park in patient parking or you may be ticketed or towed. Be aware of specially marked parking areas (i.e. car pool)**



RESTRICTIONS ON TRAVEL ENTITLEMENTS

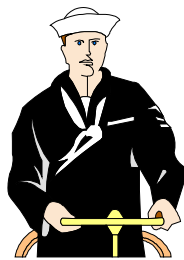
Mileage: If you elect to commute daily from your local residence to the Naval Hospital or Branch Medical Clinic, you will not be entitled to mileage reimbursement. If you elect to drive your personal vehicle vice utilizing Government Travel Rate (GTR) you will be reimbursed no more than the current amount of GTR.

Per Diem: Per Diem is money provided by the government to specifically reimburse the member for living expenses while on orders when government quarters are not available. If you do not incur expenses you will not receive Per Diem. That is, if you choose to stay with friends or relatives in the local geographical area, you will not be reimbursed for lodging. The Per Diem maximum rate is determined by area and you will not be reimbursed for amounts in excess of the limit established for the area.

Per Diem for food: No Per Diem is authorized unless you are berthing in non-military lodging. This is a change since FY97 for Officers who are staying in government quarters.

Original Paid Receipts: You **MUST** provide original receipts for all travel and berthing expenses at the end of your AT.

NOTE: Falsifying receipts and altering travel claims for personal profit is an offense punishable by the UCMJ.



MILITARY ETIQUETTE/UNIFORMS AND GROOMING STANDARDS

All military personnel are expected to maintain proper military bearing at all times. Make sure respect is given by rendering and returning all salutes.

Colors in the morning (0800) and evening (sunset) are appropriately observed.

Rendering salutes to the National Ensign (flag) upon entering the Naval Hospital Bremerton is **not** required.

While attached to Naval Hospital Bremerton you will be expected to conform to Navy Uniform and Grooming Standards at all time.

Seasonal Uniforms

WINTER

E-7 AND ABOVE: KHAKIS/ WINTER BLUES

E-6 AND BELOW: WINTER BLUES/ DRESS BLUES

SUMMER (after May 5)

E-7 AND ABOVE: KHAKIS/ SUMMER WHITES

E-6 AND BELOW: SUMMER WHITES/ DRESS WHITES

NOTE:

1. Service dress blues are authorized year round.
2. Winter blues: Long sleeves, ties and ribbons.

******* MILITARY HAIRCUTS AND STYLES ARE REQUIRED PER NAVY REGULATIONS*******



TRANSPORTATION DIRECTIONS

Naval Hospital Bremerton is located on the Kitsap Peninsula. On the Kitsap Peninsula there are 3 distinct naval military installations. The Hospital is five (5) miles north of Bremerton off Highway 3. The Puget Sound Naval Shipyard (PSNS) is located in downtown Bremerton. Naval Submarine Base Bangor is north on Hwy. 3. Both bases have community services (i.e., commissary, exchange, banking, library, gym, etc.).

If you are arriving by air you will be landing at Seattle/Tacoma International Airport (SEATAC).

TRANSPORTATION DIRECTIONS SEATAC AIRPORT to NAVAL HOSPITAL BREMERTON

- **Proceed from SEATAC airport to the I-5 expressway; go south toward Tacoma (approx. 25 miles).**
- **In Tacoma (one mile after the Tacoma Dome) get to the far right and take the 38th Street exit to Highway 16.**
- **Highway 16 turns into State Highway 3 (at about 25 miles).**
- **Proceed toward Silverdale (stay to the left as you drive around the bay)...do not exit on right toward Puget Sound Naval Shipyard.**
- **Look for exit on right shoulder signed NAVAL HOSPITAL / KITSAP LAKE (Austin Drive), first exit after Kitsap Way overpass.**
- **Turn right at the stop sign and precede to Naval Hospital Bremerton...entrance at just over one mile on the right.**

If you are not procuring a rental car, you will need to check in with the ground transportation desk @ door 26 in the baggage claim area. You will catch the Kitsap Airporter that will take you to the BEQ at Naval Hospital Bremerton, BOQ at Bangor Subbase or Red Lion Hotel in Silverdale. Costs \$17.50 - 20.00. There is also an airport shuttle to the Naval Station Everett. Expect to pay \$40 - \$50 (cash or credit card) for the trip.

***NOTE: Keep all travel receipts (gas, ferry), to be reimbursed with your travel claim at end of AT.**

PUGET SOUND NAVAL SHIPYARD IN BREMERTON

BOQ and BEQ: Bldg 864 From Hwy. 3 take Kitsap Way exit. Take a left (from north) at the stop light, or right (from south) at the stop sign. Follow Kitsap Way to Naval Ave. Go straight through gate and turn right at first stop sign. Take first right (Resource Center) to check in.

NAVAL SUBMARINE BASE BANGOR IN SILVERDALE

BOQ: Bldg 2750 From Hwy 3 take Keyport exit, stay on the left lane to the Main Gate. Take Trident Ave to Trigger Ave; take a left at the stop lights. Go to Ohio St., take a left at the stop lights, the BOQ is on the left.

From the North, take the Keyport exit; take a right to the Main Gate.

BEQ: Bldg 2200 Follow Ohio St. to Barbel St. take a right to Scorpion Ave, take a left. At Drum St. take a left, the BEQ will be at the top of the hill.

(An alternate way is through the Trigger Ave. gate. The hours of the gate are 0730- 2330 Sun - Thur, and 0730-0030 Fri & Sat.)

Driving Directions from SEATAC to Everett BMC:

1. Start out going South on PARKING/BAGGAGE CLAIM towards PARKING TERMINAL.
2. Stay straight to go onto S EXIT DR.
3. Turn LEFT onto INTERNATIONAL BLVD. Take the WA-518 EAST ramp towards RENTON (I-405)/ (I-5). Merge onto WA-518 E.
4. Take the I-5 NORTH exit on the left towards SEATTLE.
5. Merge onto I-5 N. and drive for approximately 45 miles.

6. As I-5 enters the city of Everett take the exit # 192 (BROADWAY) from the far left lane (towards NAVAL STATION/PORT OF EVERETT).
7. Merge onto BROADWAY.
8. Turn LEFT onto PACIFIC AVE.
9. Turn RIGHT onto NORTON AVE. (becomes W MARINE VIEW DR) Stay left.
10. NS Everett will be on your left.

RESERVE QUICK REFERENCE SHEET

RLO STAFF PHONE NUMBERS AND EMAIL ADDRESSES

CDR GARLAND: (360) 475-4375 garlandj@pnw.med.navy.mil
HMC KOHLER: (360) 475-4371 kohlerk@pnw.med.navy.mil
DSN: 494

NAVAL HOSPITAL PHONE NUMBERS

QUARTERDECK..... (360) 475-4232 (LOCAL USE ONLY)
INFORMATION.....1-800-422-1383

INCLEMENT WEATHER HOTLINE: 475-5777

***COMSUBGROUP NINE SAFE RIDE PROGRAM (MUST HAVE MILITARY ID) 1-800-782-4789**
***PROVIDES SAFE RIDE BACK TO HOTEL/BERTHING IF YOU HAVE BEEN DRINKING (NO QUESTIONS ASKED).**

BERTHING:

PSNS BOQ	(360) 475-3030
BANGOR BOQ	(360) 396-6581
NAVY LODGE BANGOR	(360) 779-9100
NAVY LODGE WORLDWIDE LOCATOR	(800) 628-9466
NH SCHON HALL	(360) 475-4558/4334
PSNS BEQ	(360) 475-3035
BANGOR BEQ	(360) 396-4034

TRAVEL:

SATO (OFFICIAL, PSNS PSD)	476-5417
SATO (RESERVE, NEW ORLEANS)	(800) 576-9327/ (800) 865-7286
LEISURE TRAVEL	476-2044
AIRPORTER (SEATAC)	(800) 562-7948
PSNS BASE TAXI	476-3566
WA STATE FERRY INFORMATION	(800) 843-3779

SHOPPING:

PSNS UNIFORM SHOP	478-5551
PSNS NAVY EXCHANGE	478-5570
BANGOR NAVY EXCHANGE	697-8716

MWR GYM:

	<u>HOURS MONDAY-FRIDAY</u>	<u>SATURDAY-SUNDAY-HOLIDAYS</u>
NAVAL HOSPITAL	0500-2200	SAT 0800-2200/SUN 1200-1800 HOLIDAY 0800-2200 (OR CLOSED)
PSNS	0500-2200 (GYM) 0500-2100 (POOL) 0500-1300 (LAP SWIM) Closed for lessons Mon-Thurs 1700-1830	0800-2200 (GYM) 1200-2000 (POOL)
BANGOR	0500-1000(GYM) FRI 0500-2100 0530-2100(POOL)	SAT 0800-2100/SUN 1000-1800 HOLIDAYS 1000-1700 SAT 0900-1900/SUN 1200-1700

**DINING FACILITIES AND COST (MONDAY-SUNDAY):**

NAVAL HOSPITAL	BREAKFAST 0600-0800 \$1.70 LUNCH 1100-1300 \$3.30 DINNER 1700-1800 \$3.30
PSNS	BREAKFAST 0600-0745 LUNCH 1000-1200 DINNER 1600-1730
BANGOR	BREAKFAST 0600-0745 LUNCH 0930-1200 DINNER 1630-1745

*All reservists (except members staying in hotel) will receive Separated Rations and will have to pay for meals. Separated Rations will be paid at the current rate. For Reserve personnel E-4 and below or in financial need, Ration in Kind (RIK) may be stamped on orders. Members will not be charged for meals but will not receive money for Separated Rations. Please let RLO Staff know if you desire RIK.

LOCAL HOTEL/MOTELS

Best Western Bremerton Inn
4303 Kitsap Way
360 405-1111

Flagship Inn
4320 Kitsap Way, Bremerton
360-479-6566

Holiday Inn Express
1121 Bay St. Port Orchard
360 895-2666

Howard Johnson Plaza Hotel
5640 Kitsap Way, Bremerton
360- 373-9900

Oyster Bay Inn
4412 Kitsap Way
360 377-5510

Poulsbo Inn
18680 State Hwy 305 NE
360 779-3921

Red Lion Silverdale Hotel
3073 NW Bucklin Hill Road, Silverdale
360 698-1000

Cimmaron Motel
9734 Silverdale Way NW
360 692-7777

Best Western Wesley Inn
6575 Kimball Drive, Gig Harbor
1-888-462-0002

Gig Harbor Suites Motel
6703 144th St. W. Gig Harbor
1-800 468-9963

Holiday Inn Express
19801 NE 7th Ave NE Poulsbo
360 697-2119

Midway Inn
2909 Wheaton Way, E. Bremerton
1-800 231-0575

Poplars Motel
9800 Silverdale Way NW, Silverdale
360 692-6126

Super 8 Motels
5068 Kitsap Way
360 377-8881

Westwynd Motel
6703 144th St NW Gig Harbor
253 857-4047 or 1-800 468-9963

Department extensions, POCs @ Naval Hospital Bremerton

Dial (360) 475- or 1-800-422-1383 then dial 0

40B: x4418

AMBULATORY PROCEDURE UNIT: x4538

ANESTHESIA: x4639

BANGOR: 315-4391

BEQ (@NHB): X4334, x4334

CARDIOLOGY (HEART STATION): x4660

CCC: x4370

CMC: x4305, x4305

CSSR: x4299

DENTAL: x4237

DERMATOLOGY: X4204

ER: x4286,

ENDOSCOPY: x4692

EVERETT: (425) 304-4060

FLEET LIAISON: x4616, x4616

FAMILY PRACTICE: x4379, x4205

GALLEY: x4369

GENERAL SURGERY: x4221

HEALTH PROMOTIONS: x4690, x4597

ICU: x4471

INDUSTRIAL HYGIENE: (360) 476-9381

INTERNAL MEDICINE: x4206

LABOR & DELIVERY (4OB): x4418

LABORATORY: x4260, x4260

MEDICAL REPAIR: x4456, x4456

MENTAL HEALTH: x4219

MS5: x4471

OB/GYN/WOMENS WELLNESS: x4209

OCCUPATIONAL HEALTH: x4689

OPERATIONAL READINESS: x4408, x4408

OPHTHALMOLOGY: x4295

OPTICAL SUPPORT: x4289

OR: x4285

ORTHOPEDIC: x4213

PAO: x4233

PATIENT ADMINISTRATION: x4392

PEDIATRICS: x4216

PHARMACY: x4425, x4425

PHYSICAL THERAPY: x4218

PREVENTIVE MEDICINE: x4535

PSNS: 476-6872, 476-2572

QUALITY MANAGEMENT: x4416

RADIOLOGY: x4220

RESERVE LIAISON: x4371/75

RESPIRATORY THERAPY: x4256**SECURITY:** x4384, x4487

STAFF EDUCATION AND TRAINING: x4323

UROLOGY: x4222

